



# Fire Protection and Fire Plan

## The Old School Henstead

Written by:	WJM
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Last reviewed on:	3 January 2022
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Next review due by:	3 January 2023
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### **FIRE PROTECTION including EYFS 1. Policy Statement**

The purpose of this policy is to reduce the risk of fire at the Old School Henstead. The School's Governors have ultimate responsibility for ensuring that the Regulatory Reform (Fire Safety) Order 2005 is complied with. They have delegated the day-to-day responsibility to the Headmaster and his staff to ensure that the schools' obligations are met in practice.

### **2. Procedure**

2.1 All buildings will be subject to a two-yearly Fire Risk Assessment which will be conducted by an outside body, the Suffolk Fire Service. The school's own fire risk assessment is carried out annually, by the Headmaster, the fire safety manager.

2. 2.2 All flammable liquids will be stored in approved storage containers.
3. 2.3 All storage areas that contain flammable liquids or gasses will be identified by the relevant warning notices and on a master plan kept in the school office and in the emergency file for the use of the fire service.

2.4 The storage of combustible materials, e.g. plastics, paper, clothing, will be kept to a minimum. Work areas will be kept clear of rubbish and other combustible materials. All waste paper receptacles will be emptied daily. The waste skip will be positioned in the car park, along the western boundary, well away from any building.

5. 2.5 All portable appliances will be subjected to inspection and test.
6. 2.6 Kitchen areas will be kept clear of grease and oils. Catering equipment will be serviced regularly and will not be left unattended whilst switched on. In addition to the usual water and CO2 extinguishers, a powder extinguisher and a fire blanket suitable for fat fires are located in this area.

2.7 Fire fighting equipment will be located in strategic positions throughout the school and be subjected to a thorough annual maintenance check by a competent person. Interim checks will be carried out by the caretaker.

2.8 All fire alarm systems will be subjected to an annual test by a competent person. Weekly checks will be carried out by the caretaker.

9. 2.9 All boiler installations will be subjected to an annual routine service.
10. 2.10 Fire doors will not be wedged in the open position.
11. 2.11 The school operates a no smoking policy on site.
12. 2.12 Staff have been trained on the use of fire fighting equipment.

2.13 Contractors doing 'hot work' will be asked to provide an appropriate Work method Statement

### **3.**

#### **Tests and checks**

Daily (staff)

*On arrival*

Exits and routes to remain unobstructed  
Exit doors unlocked  
Fire extinguishers in place and in order (visual check)

Weekly (the caretaker )

Monthly (the caretaker ) Half-termly (EYFS staff) Termly (the Head)

Annually (the Head)

#### **FIRE PLAN**

*On leaving*

Electrical equipment disconnected or switched off Exit and windows adequately secured  
All fire doors closed

Test fire alarm systems and record in caretaker's log

Check extinguishers are in the correct place EYFS fire drill

Whole school fire drill — on occasions to include the blocking of an exit, removal of a child and lunchtime evacuation

Test fire alarm system  
Annual inspection of fire extinguishers

## 1 Policy statement

Everybody working in the School, staff and pupils alike must be familiar with the regulations set out below.

## 2 Procedures

### Fire Prevention Procedures

The Headmaster, as Fire Safety Manager, has overall responsibility for Fire Prevention. In the absence of the Fire Safety Manager the most senior member of staff on site will assume the role.

### The Duties of the Fire Safety Manager

The Fire safety Manager has sufficient training, experience and knowledge to assist in taking preventive and protective measures (including fire fighting and evacuation).

The Fire Safety Manager is responsible for ensuring that:

- the risks of fire are minimised, by ensuring that the Schools Fire Prevention Procedures as contained in these procedures are adhered to.

### Fire Evacuation Procedure Upon discovering a fire:

- Raise the alarm by sounding the nearest alarm.
- Evacuate the building.
- Contain the fire by closing doors to the affected area.
- Alert the office and if required, manually break the glass to sound the alarm by the hall, or pressing the fire alarm sounding pad in all other buildings where possible to do so safely.

If the fire bell rings continuously

1. TREAT EVERY INCIDENT AS IF IT IS A REAL FIRE.

2. Children and staff should leave the classroom in an orderly fashion, in silence.

It may be necessary to alter the exit route if the normal way out is blocked.

3. Leave everything in the classroom and do not go back to collect anything.

4. If it is safe to do so, close the doors behind you.

5. The member of staff should be the last person to leave the room.

6. If there is heavy smoke, make an assessment of the safest exit route and instruct the children to hold hands. The smoke will be densest high up so it may be necessary to crawl.

7. The fire assembly point is on the field by the mound. Pupil attendance lists, will be brought out by the designated staff along with the signing in/out book and visitors book.

8. Once safely assembled, complete the class register and carefully check all children. If anyone is missing, report to the Fire Safety Manager. DO NOT GO BACK INTO THE BUILDING FOR ANY REASON.

Staff should be aware of the speed at which a fire can take hold and they should also be aware the smoke could cause more problems than the flames themselves.

### Actions for Designated Staff

The Fire Safety Manager will collect the Firelist which includes the Plan of the School and take these to the Evacuation point. A senior member of staff will contact the emergency services when necessary. A member of staff will be designated to go to the front of the School to await the Fire Service.

### At the Assembly Point

In the absence the of the Fire Safety Manager the most senior member of staff will assume this role.

Action for members of teaching staff

1. Count children - if any are missing give their names to the Fire Safety Manager and then await instructions.
2. Keep children calm & quiet.

Actions for the Fire Safety Manager

1. Check children's toilets.
2. Receive reports about possible missing staff/children.
3. Double check with staff about their possible whereabouts.
4. If required, move children to the designated safe area, White House Farm Cottage via Toad Row gate (if considered safe from sparks, smoke etc.)
5. Give the Fire Service the Plan of the school and be prepared to advise them of the details about the incident and any unaccounted for children, staff or visitors.
6. Initiate procedures for informing parents/relatives.

For further instructions, see The Old School's Emergency Action Plan, located in the School Office.

Out-of-hours Fire Evacuation Procedures

If an emergency occurs outside of normal teaching hours the staff on site will follow normal evacuation procedures.

Those with responsibility for children will pick up their registration documents and escort children in their care to the assembly point.

If the emergency happens when the school office is closed, the staff on duty will follow normal evacuation procedures. The senior member of staff present will act as the designated Fire Safety Manager.

Contact numbers

WJM designated fire safety manager MJC deputy head

MWH director of studies

07739 753 197 07519 747 269 07718 971144

The member of staff at the front of the school, having made contact with the fire service, is responsible for:

- Liaising with the Fire Service upon their arrival to advise of any hazards/risks that may exist and give names of persons that are unaccounted for.
- Allowing re-entry into the building when the all clear is given by the Fire Service.
- In the event that a protracted evacuation is necessary in inclement weather, children may be walked to either White House Farm or the Henstead Craft Centre for shelter pending pick up by parents.
- Senior staff will take mobile telephones to the fire assembly point in case the school telephone becomes unavailable.